



100 John West Way
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Aurora, Ontario
L4G 6J1
Phone: 905-727-3123
www.aurora.ca

TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES

Division of Human Resources

Supervisor, Fleet Permanent, Full-Time \$77, 209 to \$94, 757 per year

Reporting to the Manager, Parks and Fleet, the Supervisor, Fleet is responsible for the development, implementation, maintenance and continual improvement of Fleet Services. The incumbent provides the day to day supervision and management of the Fleet operation including supervision of mechanics ensuring that the Municipal Fleet Inventory is managed, repaired, maintained and conducted in an organized manner to support the various Operational Services Units in accordance with established industry standards, including the applicable acts, regulations and legislation.

To be considered for this position, you will have a minimum five of years' experience in a fleet maintenance/development function (Municipal Fleet experience an asset), including supervisory experience in a unionized environment. A post-secondary education in Fleet Management or other related discipline would be considered an asset. You will possess strong working knowledge of municipal equipment and vehicles along with excellent trouble shooting, research, analytical and creative thinking skills. You possess an Automotive Services Technician Certificate 310-S and/or Truck and Coach Technician 310-T Certificate. Heavy Equipment 421-A Licence and/or Small Engine Technician Certification and Fleet Management Certification would be an asset. The successful incumbent will have practical working knowledge of Fleet management including applicable Occupational Health and Safety Act, Highway Traffic Act, and knowledge of applicable regulations, legislation and policies, sound safety practices along with vehicle/equipment operation and maintenance requirements. You will have strong supervisory, problem-solving, report writing and organizational skills. You will have the ability to communicate with user groups, staff, suppliers, contractors and the general public in a courteous and effective manner. You possess practical working knowledge and relevant experience in the operation of MS Office Suite and applicable Fleet Management software programs. This position requires a Class D Driver's License with "Z" air brake endorsement in good standing.

Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **September 6, 2019** quoting reference number **19-37**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.